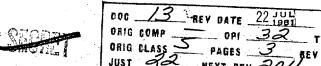
CONTINENTIAL

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PY57

INTERIM ASSIGNMENT SECTION Progress And Accomplishments 1 January 1957 - 30 June 1957

| New Employees Entered On Duty In The IAS   |                  | <b>-</b><br>25X9 |
|--|------------------|------------------|
| Olerks.  |                  |                  |
|  |                  |                  |
|  |                  |                  |
|  |                  |                  |
| Professionals  |                  |                  |
| Total  |                  |                  |
| Individuals reporting with and   |                  |                  |
| Individuals reporting with full clearance  |                  |                  |
| reported with provisional clearance  |                  |                  |
| Total  |                  |                  |
| Clerical Induction Section Training (OTR)  |                  |                  |
| ricul nours devoted to training in manifestation   |                  |                  |
| subjects related   |                  |                  |
|  | 088ربلا          |                  |
| Orientation  | •                |                  |
| Clerical Orientation (OTR), Alcott Hall  |                  | 25X9             |
|  |                  |                  |
| Work Project Man Hours   |                  |                  |
| Typing   | با85, 23         |                  |
|  | 17,500           |                  |
| Total  | 17,500<br>41,354 |                  |
| Prior to establishing the RI Night Pool in December 1956,  |                  |                  |
|  |                  |                  |
| TO THE TAX THE TAX THE TAX TO THE |                  |                  |
| project man hours during the current period.   |                  |                  |
|  |                  |                  |
| Resignations   | •                |                  |
| Security, medical and personal reasons   | 59               |                  |
| Disqualifications  | 27               |                  |
| It is strongly were to be a second   |                  |                  |
| It is strongly urged that all individuals attached to the  |                  |                  |
| and security reasons not be agency employment for medical  |                  |                  |
| It would be far more heneficial for return to the IAS.   |                  |                  |
|  |                  |                  |
|  |                  |                  |
| Branch. Branch.  |                  | •                |
| Mi ni man  |                  |                  |
| Minimum number of personnel for one day - 20 May 1957  | 91.              |                  |
| Maximum number of personnel for one day - 27 June 1957  Daily Average  | 74<br>380        |                  |
| Daily Average  | 300<br>143       |                  |
|  | -4,7             | •                |
|  |                  |                  |



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From Ronding Filo, 1961 Cloracal Assign mont Branch
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## Approved For Release 2000/08/16 : CIA-RDP80-01826R000300150014-2



|      |   |             | ·    |
|------|---|-------------|------|
|      | Notarial Services Weekly average of notarial services   | 15          |      |
|      | Details  Detailing of personnel temporarily was principally confined to the Office of Personnel, a small number to OTR, several to the Warehouse and 1-2 individuals each pay day to the Credit Union. Details should be kept to a minimum for administrative and morale reasons.   | 25X         | 1A6a |
|      | Training Films  Each week two travelogues and two training films are obtained from Graphics Register, OCR. A travelogue and training film are shown twice daily, except on Wednesday and Friday mornings averaging one and one-half hours each with an average attendance of 30. A total of 100 films has been shown. Estimated number of man hours | ,<br>15,000 |      |
| 25X9 | Salary Checks Cashed  In keeping with an important morale factor, salary checks were cashed, totaling   | 30,312.0    | )5   |
|      | Personal History Statement Folders Field Recruitment Officers   |             | 25X9 |
|      | Memoranda to Security Control Officer (OS) requesting permission to take outside Educational courses  | 1,7         |      |
|      | Memoranda to Security Control Officer (OS) requesting permission to obtain outside employment after working hours and on Saturday   | 26          |      |
|      | Memoranda to Pay Roll Branch certifying leave balances from other Agencies  | 113         |      |
|      | Number of employees charged against IAS slots and referred directly by the IAS to Administrative Officer, Office of Assignment  |             |      |
| 1    | Number of employees referred to Appointments Section, RSD, for assignment   |             | 25X9 |
|      |   |             |      |



Major Projects

Three major projects have been in operation: (1) RI Flexowriter project includes 4 Dennison machines and 7 electric stapling machines. The Flexowriter machines were removed to I Building in May 1957 where the cover sheets are prepared and forwarded daily to IAS for stapling to Dennison tickets. Seven clerks are utilized on this project; (2) Office of Security project which has been in continuous operation for more than five years utilizes five typists; (3) Key Punch Project furnished by OCR/SR consists of three IBM key punch machines, one Verifier and three typewriter tape punch machines. This project has been in operation since 1 April 1957. Five typists are utilized on this project.

Transfer of Location

On 13 and 14 June 1957 the IAS removed from Quarters Eye to 1016 - 16th Street, N. W. Since the Clerical Induction Section, OTR, was also involved in the removal, no classes were conducted on 14 June 1957; therefore, all IAS personnel except those scheduled for appointments were excused for the day. At Quarters Eye, the IAS occupied a total of 8,200 sq. ft. which included three wings; two supply rooms, a health room and two project rooms area. At 1016 - 16th Street, N.W., the IAS was originally allocated a total of 8,690 sq. ft., which included 9 rooms on the first floor, 15 rooms each on the second and third floors ( two entire floors), and 6 rooms on the fourth floor, or a total of 45 rooms. After the removal was completed, two rooms on the first floor, totaling 310 sq. ft. were taken from the IAS for a snack bar, leaving only a gain of 290 sq. ft. over the space occupied by the IAS at Quarters Eye. With the IAS personnel occupying 13 separate rooms at the new location, efficient supervision and control for this particular type of operation is less effective compared to the more favorable previous wing locations in both Quarters Eye and Curie Hall.

25X1A6a